



City of Las Vegas  
Department of Parks, Recreation and Neighborhood Services

City of Las Vegas Municipal Sports Unit  
Field Allocation Weekly Light Log Request Form

Permit #:

Name of Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_ FAX:(\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ENTER ALL INFORMATION FOR LIGHTING REQUESTS IN THE TABLE BELOW (USE MULTIPLE FORMS IF NECESSARY)

Facility/Complex	Field #	Day (s) of the Week	Start Time	End Time	Start Date	End Date

**NOTE:** Submit this form weekly to the city of Las Vegas Parks, Recreation and Neighborhood Services Municipal Sports Office by 12:00 PM on Monday for the upcoming week's lighting needs. Forms not submitted by this deadline may not allow sufficient time for scheduling the lights as requested. The city must be notified by calling 702-229-1527 if any changes to the lighting requests are made after the form has been submitted to the Municipal Sports Office. Failure to notify the city of request changes may result in lights not being on at field use time or lights left on when a field is not in use.

Municipal Sports Office Fax: (702) 562-7560

Email: [municipalsportsunit@lasvegasnevada.gov](mailto:municipalsportsunit@lasvegasnevada.gov)

**TERMS OF USE**

The city will be the responsible agency for scheduling and permitting all city owned fields and athletic facilities. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued. The city has exclusive discretion in decisions on scheduling of city Fields and such decisions shall be final. User groups are not authorized to allow other entities use of the lighted fields and facilities during the User group's permitted rental times. Each organization is responsible for making sure that this policy is strictly enforced and adhered to by its representatives. Breach of contract may prohibit and forfeit the use of city facilities for up to a period of one year from date of infraction.

**Violations of this policy will be handled in accordance with the city's Loss of Privileges Policy and Agreement, Disciplinary (Three Strikes) Policy and Agreement, and/or Facility Use Policy and Agreement.**

No fees will be returned to the organization if this policy is violated and the User group's remaining permits are canceled for breach of contract.<sup>1</sup>

I \_\_\_\_\_, the authorized representative for \_\_\_\_\_  
(print name) (Organization)  
attest that any information given to the city in order to secure this rental/reservation is  
true and agree to abide by the terms of this agreement.

\_\_\_\_\_  
Organization Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Approved By \_\_\_\_\_  
(City of Las Vegas Representative) Date Field Permit Number